



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

22nd January 2023

RE: CLARIFICATION/ADDENDUM "SET 2"

KRA/HQS/NCB-028/2023-2024: PROVISION OF PENSION SCHEME ADMINISTRATION SERVICES FOR KENYA REVENUE AUTHORITY STAFF PENSION SCHEME

Kenya Revenue Authority wishes to inform prospective bidders of the clarification detailed below for the above tender.

No	Query	KRA's Response
1.	<p>We seek clarity to section B Item 7 on client portfolio each above 10billion. We request this be reconsidered as it may lock out several bidders who don't meet that portfolio looking at its weight of 20 points score.</p> <p>Our proposal is if fund value can be a cumulative of Ksh. 50BN and above as a minimum.</p> <p>We are glad for the session and look forward to bid and offer our best services to Kenya Revenue Authority Staff Pension Scheme.</p>	<p>Bidders are advised that this criteria has been expunged and replaced with "Bidder to provide evidence of having provided pension administration services satisfactory for four (4) clients with fund values of Kshs. 5 billion and above per client within the last five (5) years ie From January 2018 to date. Attach recommendation letters on the client's letterhead. The recommendation letters should have telephone numbers and email address of the contact person and should be supported by Signed Local Service Order/ Signed Contract."</p> <p>The table under Vendor Evaluation Criteria has as well been expunged and replaced with Annex 1 "VENDOR EVALUATION CRITERIA – AMENDED"</p>
2	<p>Can an international firm, bid for the Pension Administration Services</p>	<p>Bidders are advised an International firm can bid as long as they have a local presence in Kenya</p>

The clarification form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same. You are therefore required to immediately acknowledge the receipt of this addendum.

Regards,

Rhodah Nzovila

For: DEPUTY COMMISSIONER - SUPPLY CHAIN MANAGEMENT

R/n



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ANNEX 1

VENDOR EVALUATION CRITERIA – AMENDED

S/N	ITEM DESCRIPTION	WEGHTING (POINTS)
1.	<p>Capability</p> <p>Academic & Professional Qualifications: Qualifications and experience of key professionals to handle the assignment, their length of exposure and competence to undertake Actuarial Valuation, Asset Consulting, Research, Fund Accounting and Benefits Administration</p> <p>Team leader – An experienced pensions expert with a master’s degree in a business related field and over 15 years’ pensions experience:</p> <ul style="list-style-type: none">15 years’ and above experience (3 marks)10 – 14 years’ experience (2 marks)5 – 9 years’ experience (1 mark)Below 5 years (0 mark) <p><i>Attach CV’s supported by Academic and Professional Certificates for the key professional staff</i></p>	3
2.	<p>Client relationship lead – An experienced pensions expert with a business related degree and at least 15 years’ experience:</p> <ul style="list-style-type: none">• 15 years’ and above experience (2 marks)• 10 – 14 years’ experience (1.5 marks)• 5 – 9 years’ experience (1 mark)• Less than 5 years (0 mark) <p><i>Attach CV’s supported by Academic and Professional Certificates for the key professional staff</i></p>	2
3.	<p>Actuarial support – Lead actuary must have a degree in actuarial science or its equivalent and be a Fellow of the Institute of Actuaries or its equivalent, with at least 10 years’ experience:</p> <ul style="list-style-type: none">• 10 years and above experience (2 marks)• 5 – 9 years’ experience (1 marks)• Less than 5 years’ experience (0 marks) <p><i>Attach CV’s supported by Academic and Professional Certificates for the key professional staff</i></p>	2

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S/N	ITEM DESCRIPTION	WEGHTING (POINTS)
4.	At least (2) two other actuarial experts with bachelor's degree in actuarial science with at least six (6) years pensions experience <ul style="list-style-type: none">• 6 years' and above experience (4 marks)• 2-5 years' experience (2 marks)• Less than 2 years' experience (0 mark)	4
5.	Fund Accounting Support – At least two accounting experts with a business related degree, with 5 years & above pensions' experience and CPA(K) qualification 2 marks for each <i>Attach CV's supported by Academic and Professional Certificates for the key professional staff</i>	4
6.	Experience/Reputation: Experience of the Firm in scheme administration activities; Provide proof of existence i.e. Certificate of Incorporation/RBA Certificate (5Marks) <ul style="list-style-type: none">• 10 Years and above experience (5 marks)• 5– 9 years' experience (3 marks)• Less than 5 years (0 marks) Attach CV's supported by Academic and Professional Certificates for the key professional staff <i>Attach CV's supported by Academic and Professional Certificates for the key professional staff</i>	5
7.	References: Bidder to provide evidence of having provided pension administration services satisfactory for four (4) clients <i>with fund values of Kshs. 5 billion and above per client</i> within the last five (5) years ie From January 2018 to date. Attach recommendation letters on the client's letterhead. The recommendation letters should have telephone numbers and email address of the contact person and should be supported by Signed Local Service Order/ Signed Contract. (5 marks each client).	20
	TOTAL	40
	Cut off score to proceed to Technical evaluation	35